

Play Estate Winery: Office Administrator

Position	Office Administrator	Reports To	Winery Manager / Managing Directors
Status	Permanent	Effective	immediately
Band	\$20 - \$24 per hour	Hours	32-40 hours/week (season dependent)

Key Responsibilities

- Process all accounts receivable and accounts payable in PVNG, and support management team in processing and reconciling expense reports (including credit card statements)
- Coordinate and process sales on all channels from order desks (SalesLitre/Ollie, website, on premise) through to payments and shipping (wholesale distribution, DTC, and winery direct)
- Process daily cash outs from wine shop and restaurant including tips, reconcile daily deposits
- Monthly provincial reporting including liquor control and licensing
- Monthly reporting for all sales channels including on premise wine shop, online, restaurant
- Monthly valued inventory management: reconciliation, tracking, and reporting including onsite and offsite warehouses (AGLC, Naramata Wine Vault, Container World)
- BCLDB price changes, SKU registration and management
- Coordinate human resources including new hire/termination paperwork
- Coordinate shipping (DTC and sales channels)
- Liaison for associations (BCWI, regional tourism groups, chamber of commerce, etc)
- General office administration including but not limited to mail, banking, phones, email, petty cash processing, office supplies, office operations coordination,
- Other administrative duties as assigned

Job Requirements

- Business/office administration diploma or demonstrated equivalent education/training
- Minimum 3 years' experience in an administrative/office business environment with preference given to alcohol/beverage industry
- High level of proficiency for interpreting and applying provincial and federal regulations
- High level of computer literacy with ability to learn internal software programs
- Advanced knowledge and experience of Microsoft Office Suite (Word, Excel, Outlook)
- Intermediate knowledge and experience in accounting software (PVNG or similar)
- Ability to triage workload and be adaptive and resilient to changing priorities
- Creative, logical, and critical thinking skills, strong time-management and organizational skills
- Collaborative in nature, with the ability to take initiative and work independently
- Ability to communicate effectively both verbally and in writing
- Ability to sit and/or stand for long periods of time
- Ability to lift 35 lbs.